

**BWVC Regular Meeting Minutes**  
**7:30 PM, Monday, June 21, 2021**

*The meeting was opened with the governor's proclamation that municipal meetings can be conducted via video conference. All in attendance via video conference were in official meeting attendance.*

**Attendance:** Maria Burslem, Pam Cohen, Betty O'Regan, Toby Ridings, Shari Phalen, Ken Rosenberg, Debbi Sheiker, Mary Young, Katey Scobell.

**Guests:** Skip Bailey, Town Treasurer

**Proposed Agenda:** Reviewed and approved.

**Minutes:** May 17, 2021 Regular Meeting Minutes and June 8, 2021 Special Meeting Minutes were approved.

Betty opened the meeting by introducing Skip to discuss financial issues, as follows:

- Art on the Town
  - For Art on the Town, the receipts submitted had personal items included on the Sales slip.
    - Toby will talk with Bernadette to ensure a separate sales slip for event expenses needs to be submitted.
    - Toby indicated that expenses should be kept to approx.. \$100/event.
- Approval Process
  - Maria and Debbi will be approvers.
  - Betty will send an official email to this effect.
- Reporting
  - Carol Larsen, Jen Borders and Cecilia Vore have set us up on a BWVC email address.
  - Skip will send reports to Betty and Mary as co-chairs.
- Financials
  - March 25<sup>th</sup> to current:
    - \$3284 donations/program donations
    - \$1335 rentals
    - \$4819 total income
    - \$5400 expenses

Frank Vincent sent in the following Coffee House updates:

- A Fundraiser will be held in September
- Outside until October
- We need to create a simple checklist for custodial expectations for the Coffee House:
  - Table Set-up
  - Table Take Down
  - Floor Cleaning – Day After
  - Bathroom Cleaning
- We also discussed that the outdoor event took more time to move and set up tables.

**Building Manager's Report:** *See Building Managers Program Report for information presented. Some of the information provided is recapped, as follows:*

- Jester Art Space Outdoor Event
  - Can use facility restrooms
- Pam requested to go back to the 10 hours/week originally in the job description
  - The committee approved this request.
- Security Instruments Estimate
  - Pam is continuing to investigate whether we should go with Security Instruments or another vendor.
  - Betty will speak with Jeffrey to understand town safety requirements with regard to phone line access.
- Advertising
  - Website, Google, Facebook
    - Ken will support input to the website.
      - We could also add a gallery site page
    - Toby reported that Rob Whitehead is investigating hosting the website
  - Toby also suggested a UTube video tour and a News Journal article as a unique venue.
  - Pam will talk with Larry Strange about a video tour, narration.
- Staffing
  - Pam reports that the support of Jeremy and Pam will be adequate for now.
  - Patrick will be a resource, as needed.
- Strength and Mobility
  - Pam will talk with the instructor about compensating her \$40 for the zoom sessions instead of \$50.
- Wilmington Sudbury Schools
- A special meeting will be conducted to talk about this rental prospect.
- New Meeting Time was discussed.
  - The July meeting will be held from 5pm to 7pm to try out this new timeframe.

**Program Manager's Report:** *See Program Report for information presented. Some of the information provided is recapped, as follows:*

- Coffee House
  - 30+ guests
  - \$240 in donations were received.
- Art Loop – June 7th
  - 38 guests
  - \$120 in donations were received.
  - \$300 in sales.
- ACRA
  - Begins 6/28/21
  - Set-up Saturday, 6/26.
- PPP
  - 5 checks/applications received so far and expecting more.
  - ACRA will not do the iced coffee booth.
  - Toby will talk with an iced coffee vendor about taking the space.
  - Pam will ask Dunkin Donuts if they will fill our containers with cold brew.
  - Maureen Theresa agreed to do the chalking of the walk Friday evening around 7pm.

- ACRA BYOB Alumni Party
- July 2<sup>nd</sup> – indoor/outdoor
- We need a sponsor form to ensure no staff is needed.
- Committee approved is no staff is needed for set-up/take down.

Motion to adjourn at 9:30 PM was approved.

Respectfully submitted,  
Mary Young, BWVC Secretary

**Community Events:** No new committees have come back to in person so far.

All events requested are updated on calendar.

Attached is an email from Lisa Wilson Riblett-Please let me know if ok. She said they have had this event in past, but I do not think I was here for it.

**Rentals:** In process of setting up a new spreadsheet for inquiries. I used to use the one that was used but when laptop was stolen, happened to be during covid, I have not used the sheet since 1.18.20. By next meeting will have set up another blank spreadsheet. Thank your patience.

\*Attached is new proposal from Awakened Heart. Please discuss.

Recent inquiries:

*Claudia Staten*-8.21.21 Left 2 messages. She went with another venue. Asked why and location was the answer.

*Alison Wakelin*-Peace Circle was to be held June 1. Spoke with woman at the Buzz and she said they are not connected with a committee. Explained that she would need to be a rental. Gave lowest rate I could think of. Have not heard back.

*Cynthia Cox*-Had meeting in room 4 on Saturday. 10-12. Meeting was how to make traps for Spotted Lantern Flies. AD Hoc meeting ok'd by Carol Larson from Forest Committee.

*Michelle Claussen*-Still need to discuss. She is still waiting as Arden is her ideal location. If we can discuss a price that would help me be able to tell her something. \* Attached is her rent proposal.

*Jester Art Space*-Attached is also email from Alan Basden from Jester Art Space. Please discuss.

*Beth Trepper*-Rental on 8.21.21. Condolence service for brother. Deposit received.

*Sonja Robson*-60 & 80<sup>th</sup> birthday party. Rental on 9.24.21. Deposit received.

*Petra Young*-Rental on 9.25.21. Celebration on life. Deposit received.

*Daniel Cano*-Rental was 6.5.21. Graduation party. Paid in full in cash.

*Line Farr*-Has used the Buzz 3 times so far and 4 more scheduled through October 2021.

**Operating:** Would like to go back to regular 10 hours a week. Have come awfully close the last 3 pay periods apart from 3 days away. Not particularly good at keeping track of time. Still trying to get hold of another alarm system company to come out. Will make sure it happens by next meeting.

**Marketing:** Same marketing right now. As places open, please put a brochure wherever the committee members go. Barber shops, beauty salons, grooming, etc. I can get more to you anytime.

Now restrictions are back to normal, we need to put in the Arden page. If we could possibly afford it perhaps, we can think about putting in any other local papers. Not sure if we have any. I would love to put small ad in News Journal but quite sure would be expensive. For one time may be worth the money?

**Discussion:** Need to discuss David Claney's position. Is another person needed at this time? Do we keep his as "PRN" or as needed? We may need extra help during Arden Fair. I was proactive and spoke to Patrick Barry to see if he could be me over the fair time. He said he would not be able to give answer as he does not even know where he will be living right now. I asked for him to get back to me as soon as he can. Jeremy has taken on more responsibilities lately. Ordered all the supplies that we needed now we are open, has gone in without me asking to clean up and even met Ken Mabrey and helped him take down his artwork. He has asked that ACRA makes a list of what is needed daily for the \$500 they pay for help during the ACRA season. I will ask Clare to meet Jeremy and myself during the punch list before ACRA starts to discuss what is expected of daily for Jeremy.

Need to discuss Bookies needs. Gerry has asked to have the screen set up along with projector. It is not a big problem, but Jeremy must take time to set up and then move for Tuesday for S&M. Thoughts?

Barbara M. came back as instructor on Thursday. Went well, 7 in person and 7 via zoom. Still would like thoughts from committee to speak with Barbara to see if she will reduce her zoom meeting until she comes back in person in August. Will explain that we must pay Jeremy and/or myself to set up projector/screen during her absences. They will no longer need the projector set up on Thursday's.

**Solar Reading:** 48779 06.10.2021

Thanks for allowing me to present this report.

Respectfully,  
Pam Cohen

06/21/2021

**BWVC PROGRAM REPORT BETWEEN: 5/17/21 - 6/21/21**

**Friday Night Programming:**

**Coffee House Friday June 11th-** Held indoors due to rain. Total guests about 30+ Total donations = \$240.00.

**Art Loop Arden, Friday June 7th 6PM-8PM** – Ken Mabrey, featured artist. 38 Attendees, \$120 in Donations; One sale \$300.00. The originally scheduled artist canceled at the last minute. Bernadette contacted the organizers for a list of the artists participating with the Ardens Artisan Tour to fill in the opening thus acting as a prequel to the event. A win/win situation.

**Mobility Class: Tuesdays and Thursdays – Starting back at the Buzz on May 4th.** Cecilia also wishes to keep track of donations to ensure the program is revenue neutral. Skip will forward details to her and us monthly.

**Art studio at the Buzz** – Jeanne Orr, organizer. Monday nights. Jeanne Orr, sponsor. 7-9PM. Studio re-opened 4th.

**Arden Bookies- Community book club.** Second Monday of the month. Met in the building and on zoom. Requested a screen, projector and cables for zoom. Donations \$35.00

**Community event requests:** None

**ACRA:** Set-up this Saturday at 9:00AM. The program begins on Monday the June 28th.

**PPP:** 5 paid vendors. No ACRA ice coffee. I am trying for a franchise.

**Exterior lights on BWVC:** Still considering outlets with lights for the entry walk-way.

I spoke with Joe Cheifo about the removal of the florescent lights on the stage ceiling. He plans to remove them Wednesday this week.

**Advertising for BWVC rentals:**

Respectfully submitted,

Toby Ridings